

**DEPARTMENT OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
ARMY NATIONAL GUARD DIRECTORATE  
Arlington, VA 22202-3231  
30 July 1999**

**Boards, Commissions, and Committees  
Geographic Information System Advisory Committee**

1. **Purpose.** This memorandum outlines and establishes the mission, charter, and operating procedures for the Army National Guard (ARNG) Geographic Information System Advisory Committee (GISAC). The GISAC is established by the Director, ARNG. This charter is not intended to limit the scope of interest for the Committee, but instead, allow latitude for analysis of areas affecting Geographic Information Systems in the ARNG.

2. **Mission.** The primary mission of the GISAC is to integrate the ARNG's future development and use of GIS data and systems within the ARNG Directorate and across the Army National Guard (ARNG) to the maximum benefit to the organization. Secondary missions of the GISAC are:

- a. Serve as the principal ARNG advisory committee for ARNG, state, territory and training site geographic information system managers.
- b. Recommend policy and standards for GIS to the Chief, Information Officer (CIO), Army National Guard (NGB-ARZ-CI).
- c. Develop standards and methods for the creation, use and sharing of GIS data.
- d. Analyze current and proposed GIS applications, functions and requirements to determine possible overlaps, data and cost sharing opportunities and to develop effective and efficient GIS architectures for the ARNG.
- e. Provide GIS expertise to the CIO for coordination with the Department of the Army and agencies outside the ARNG.

3. **Name.** The name of the committee shall be the ARNG Geographic Information Systems Advisory Committee (GISAC) hereafter referred to as the "Committee".

#### **4. Membership and Organization.**

a. The Committee shall consist of ten (10) permanent members and five (5) “as required” members. The permanent members will include a designated Chairman, one (1) representative from the office of the Chief of Information (ARZ-DCI), the Weapons of Mass Destruction Branch (ARO-WMD), and the following ARNG Directorate Divisions: Information Systems (AIS), Environmental Programs (ARE), Force Management (ARF), Installations (ARI), Logistics (ARL), Training (ART), Operations (ARO), and Aviation (AVN). “As required” committee members include one (1) representative from the Counterdrug Directorate (NGB-CD) and the following Directorate Divisions: Comptroller (ARC), Full-Time Support (ARM), Strength Maintenance (ASM), and Program Analysis & Evaluation (ARA).

b. Permanent members are responsible for appointing a replacement when they are unable to attend scheduled meetings. “As required” representatives will be notified of their required participation at least three weeks prior to scheduled meetings.

c. There shall be one (1) Chairman and one (1) Vice-Chairman on the Committee. The Chairman and Vice-Chairman shall be appointed by the CIO and be selected from committee members. The Chairman of meetings shall have the power to directly task Committee members and initiate tasking through the Directorate’s Correspondence Control Management (CCM) system.

d. The Committee may appoint ad hoc committees for specific purposes as determined by the CIO or the Chairman of the GISAC.

e. The members of the Committee shall represent their division Chief and their division and be empowered to act for their Division Chief. Each division shall be bound by the decisions made by their representative to the Committee.

f. Decisions shall be made by a majority vote. Each member shall have one vote. A minimum of seven (7) permanent members must be present in order to vote on recommendations to the CIO. All divisions shall be bound by the vote of the Committee whether they are present or not.

#### **5. Meetings.**

a. The Committee shall meet monthly. The CIO Representative and GISA Chairman have the authority to schedule meetings at other times as they may deem necessary.

b. The GISAC Chairman shall create and forward minutes from each committee meeting to the CIO within ten working days of the meeting. After approval by the CIO, the GISAC Chairman will distribute them to each committee member and each ARNG Division Chief in the ARNG Directorate.

6. **Reports.** The Committee shall produce reports as required by the CIO and a biannual report for the CIO and Director and Chief of Staff, ARNG that includes an update of the state of GIS in the ARNG and GISAC recommendations.

7. **Charter Amendments.** Amendments to this Charter require a three-quarters majority vote of the GISAC and approval of the CIO.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

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